



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

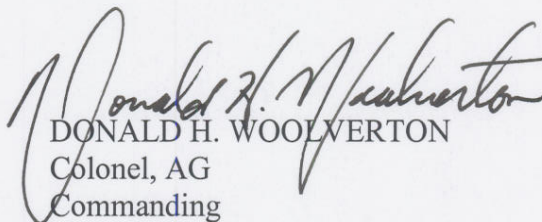
ACSH-C

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #11, Commander's Open Door Policy

1. The chain of command continues to be the most effective and efficient way of resolving individual or personal problems. I urge each member of the brigade to use the NCO support channels and the chain of command as the first means to resolve any problems of complaints.
2. However, if the occasion arises, I am available to discuss with any member of the brigade any subject that he or she feels requires my personal attention. I would ask that you inform your chain of command prior to seeing me to keep them informed. You are not required to discuss the nature of your concern, other than to state that you wish to see me on my open door policy.
3. I visit sites throughout the brigade on a regular basis. I am willing to discuss matters of personal interest with Soldiers and civilian employees during these visits. I prefer to conduct "open door policy" meetings on a face-to-face basis, however if you feel that the matter cannot wait, please contact me by phoning 423-4707. The phone number is attended 8 hours a day, 5 days a week. Just ask for an "open door policy" appointment and they will contact me.


DONALD H. WOOLVERTON
Colonel, AG
Commanding

DISTRIBUTION:
B(e)